

4302 - FLEET MANAGEMENT DIVISION DIRECTOR

NATURE OF WORK

This is highly responsible administrative and technical work in directing the vehicular maintenance activities of the City. The employee in this classification is responsible for coordinating the acquisition and disposition of vehicular equipment and directing the maintenance and repair of a wide variety of automotive, industrial and construction equipment. Maintenance work is performed through the operation of several garage facilities. The incumbent exercises considerable independent judgment in developing fleet maintenance objectives and is held responsible for the overall condition of the City's automotive, industrial and construction equipment fleet. Work is performed under the general direction of the Director of General Services.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, directs and evaluates the work of subordinates in the repair and maintenance of automobiles, trucks, tractors, street sweepers, and other construction and industrial equipment, including the maintenance and operation of a large and varied store of spare parts and supplies.

Prepares specifications for service supplies and parts; prepares specifications for recommended purchases of equipment.

Prepares and submits division budget; checks expenditures against budget appropriations.

Coordinates preventative maintenance program with other departments and assists them with information and advice relating to their vehicle requirements and cost data.

Supervises the keeping of necessary records and prepares reports of progress.

Discusses and meets with administrative superiors in the determination of divisional goals and policies.

Meets with Shop Supervisors, Shop Operations Supervisor, staff, and subordinate employees regarding training, recruitment, budget, promotion, disciplinary action, and other administrative and operating problems.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the current methods, practices, materials, tools, and equipment applicable to the maintenance, repair and testing of a large scale fleet of automotive, industrial and construction equipment.

Thorough knowledge of preventative maintenance procedures and techniques.

Thorough knowledge of a wide variety of automotive, industrial and construction equipment, including their performance characteristics, operating characteristics, and maintenance needs.

Thorough knowledge of the hazards and safety precautions of large repair shop operations and fleet maintenance.

Knowledge of modern administrative and supervisory principles and practices.

Skill in the use and care of automotive repair tools and equipment.

Ability to plan, assign, supervise and evaluate the work of subordinate employees in a manner conducive to high morale and full performance.

Ability to prepare and interpret specifications for the purchase of equipment.

Ability to prepare reports and supervise the keeping of complete cost and other reports, including computerized records and information.

Ability to establish and maintain effective working relationships with supervisory and subordinate employees, department heads and other employees, City officials and officials of other agencies, and the general public.

Ability to communicate effectively, both verbally and in writing.

Ability to utilize independent judgment in arriving at decisions concerning a variety of administrative and technical problems.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in mechanical engineering technology or related field. Considerable responsible supervisory experience in fleet management activities including vehicle replacement, repairs, maintenance and inventory control. Additional training and certification in the automotive, systems and inventory control and/or plant management. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Standing, walking, moving, climbing, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling typical of inspection and reviews at industrial/chemical plants.

SUPERVISION RECEIVED

Work is performed under the general direction of the General Services Director. The incumbent exercises considerable judgment in developing and meeting goals and objectives and in work methods.

SUPERVISION EXERCISED

Directly supervises Fleet Operations Supervisors I and II and through them, a number of technical, service, clerical, and para-professional subordinates.

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